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1. A project manager assigns tasks to a team that is not prepared or skilled in the languages required to implement the solution. The team is not able to complete the deliverables adequately. What type of project does this describe? 0 / 1 point

- ☐ A deadline project
- ☐ A successful project
- ☐ A never-ending project
- ☒ An abandoned project

☒ Incorrect
Please review [the video on the importance of project closure](#)^[?].

2. Which step of the closing process may be as simple as sending an email or as complicated as having a large meeting? 1 / 1 point

- ☐ Host a closing celebration with the team.
- ☐ Review contracts and documentation with the whole project team.
- ☐ Conduct a formal retrospective with the team.
- ☒ Make sure that all stakeholders are aware the project, or phase, is ending.

☒ Correct

3. As a project manager, you decide to skip obtaining final approval and sign off from stakeholders because they are satisfied with the product and service. What impact could this have? 1 / 1 point

- ☒ This often has a negative impact because the stakeholders might assume the project is incomplete and assign more work.
- ☐ This often has a positive impact in the future because you can keep the contract open for more work.
- ☐ This often has no impact because the closeout stage is not required.
- ☐ This often has no impact because the stakeholders already like the product.

☒ Correct

4. As a project manager, you prepare a final presentation for stakeholders to summarize what your team has accomplished and answer any questions or concerns. What type of presentation should you prepare? Select all that apply. 1 / 1 point

☒ Provides an evaluation of the quality of work

☒ Correct

☐ Gives the project manager time to meet with the team one last time to complete missing work

☒ Evaluates the project's performance with respect to budget and schedule

☒ Correct

☒ Serves as a blueprint to document what the team did, how they did it, and what they delivered

☒ Correct

5. During the closing process, how can you ensure the project has satisfied its goals and desired outcomes? Select all that apply. 0.75 / 1 point

☐ Ensure there are no funds left in the budget

☒ Confirm all tasks and deliverables are complete

☒ Correct

☒ Check that the full scope of the work is complete

☒ Correct

☒ Poll teammates on their level of satisfaction with the project

☒ This should not be selected

Please review [the video on the closing process for clients and stakeholders](#).

6. Which document can serve as a knowledge transfer between project managers? 1 / 1 point

☐ A risk register

☒ A project closure document

☐ A statement of work

☐ An open items list

☒ Correct

7. Fill in the blank: A retrospective is an opportunity for _____.

1 / 1 point

- ☐ criticism and collaboration
- ☐ planning and introspection
- ☒ reflection and improvement
- ☐ feedback and lecture

☒ Correct

8. Your team has completed their project, but you've neglected to close it out and confirm all work is done. What impact can this create for your organization? Select all that apply.

0.75 / 1 point

☒ Damage your relationship with the customer or client

☒ Correct

☒ Negatively impact scheduled launch dates

☒ Correct

☒ Put your organization at legal risk

☒ Correct

☒ Remove unnecessary budgetary expenses

☒ This should not be selected

Please review [the reading on the impact of skipping project closure steps](#)^[↗].

9. Which questions should the lessons learned section of a closeout report answer? Select all that apply.

0.75 / 1 point

☒ What went wrong

☒ Correct

☒ What were the problems areas

☒ Correct

☒ What went well

☒ Correct

☒ What was the process

⊗ This should not be selected

Please review [the video on the closing process for project managers](#)[↗].

10. During the project closeout stage, you plan to take the team out and award them dinner for their accomplishments. What step of the project closure stage are we implementing?

1 / 1 point

☐ An an impact report meeting

☐ A retrospective meeting

☒ A team celebration

☐ A performance review

✓ Correct